

7 April 1953

RETURN TO
RECORDS MANAGEMENT
ADMINISTRATIVE SERVICE

MEMORANDUM TO: Chief, Records Services Division
Chief, Printing and Reproduction Division
Acting Chief, Space, Maintenance & Facilities Division

FROM: Chief, General Services Office

SUBJECT: Change in organizational name.

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1. In accordance with Agency Regulation [] dated 20 March 1953, the designation of the Office of General Services is changed to "General Services Office".

2. Accordingly, hereafter all correspondence and records will conform to the above.

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cc: Chief, Records Management & Distribution Branch
Chief, Machine Records Branch

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